TECH 4301 – Supervision

College of Business and Technology
Department of Human Resource Development and Technology
The University of Texas at Tyler
Course Syllabus — Spring 2014

Instructor: Afton Barber
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Class Location: HPR 262 (Tyler)
Class Time: TH 6 – 8:40 pm

Office Hours:
Thursday: 3 – 6 pm; other times by appointment

Course Description
This course introduces the basic concepts of employee supervision. It emphasizes strategies that front line supervisors may use to insure that their subordinates follow organizations’ human resources policies and procedures. Emphasis is placed on both theory and current practice in business organizations.

Textbook

Learning Objectives
Upon completion of this course, students should be able to...
1. Describe the role of supervisions in today’s business organizations;
2. Articulate the relationship between job requirements, supervisor functions, human resource planning, recruitment, and selection;
3. Explain the role of appraisal, training, and career development in improving employee performance;
4. Critique and suggest solutions through case studies for effectively administering plans for employee compensations, benefit, safety, and healthy work environment;
5. Explain major theories of motivation and leadership for supervising and managing employees;
6. Specify the role of communication, employee rights, and discipline in creating a productive work environment;
7. Demonstrate an understanding of the dynamics of labor relations, collective bargaining, and contract administration to effectively analyzing and suggesting solutions to case studies;
8. Make effective recommendations to human resource issues unique to organizations involved in international business operations.

Course Competencies
1. Computer-Based Skills – the student will complete all written assignments in a word processing package that may include graphs, charts, spreadsheets, database manipulation
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the project, class discussions, and case studies
3. Interpersonal Skills – the student will work with other students to complete project, case studies, and class discussions
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking, quantitative/statistical skills, gathering and analyzing data, and creativity and innovation in the identification and completion of the research project, case studies, and class discussions
5. Ethical Issues in Decision Making and Behavior – the student will understand and exhibit ethics through the data collection and presentation portions of project, case studies, class discussions, and ethics game
6. Personal Accountability for Achievement – the student will complete all assignments at the time designated by the instructor; no later work is excepted

Course Requirements and Students Evaluation
This course focuses on both theoretical foundation and applications of human resource supervision and management. Students will be evaluated based on the quantity, quality, and timeliness of the following efforts.
1. Attendance and active participation in classes, including all case studies, activities, exams, quizzes, and discussions
2. Two tests on class lecture and text materials
3. A team project regarding human resource supervision and management
4. Four case studies

The total possible points for Tech 4301 are listed below:
Five quizzes 20% (4% each)
Four case studies 20% (5% each)
Midterm 25%
Final exam 25%
Group project 10%
Total 100%

Grade Scale Breakdown
A=90 – 100%
B=80 – 89.9%
C=70 – 79.9%
D=60 – 69.9%
F=BELOW 60%

Assignments
A. Text Readings:
Students are expected to read text material and lecture notes prior to the class session for that chapter/topic in order to be able to actively participate in classes. The instructor encourages active involvement participation from each student. Students should be mindful of both too few oral contributions as well as the domination of class discussion. Be respectful of your peers.

B. Tests:
Two tests are required for the course as shown on your schedule. Students are expected to complete each test during the scheduled class time. NO Make-up tests are provided. Please refer to the class policy portion of the course syllabus for details regarding missed work.

C. Quizzes:
Five quizzes will be given in class throughout the semester. Students must be present in class to take quiz and receive credit. No make-up quizzes are given.

D. Case Studies:
Four cases are assigned for the course. Each student will read and answer the end-of-case questions in a typed paper (12pt font, Times New Roman, double spaced, 1 inch margins). Additionally, students should be prepared to discuss the case and their responses to the questions in classroom discussions.

E. Team Project:

Objectives:
1. The team project is designed for students to acquire hands-on experience in real world management and supervision practices related to classroom learning.
2. The final outcome of the project is a PowerPoint presentation.

Requirements:
- The maximum number of members on each team cannot exceed four.
- All team members will be held equally accountable for the project.
- It is the individual team’s responsibility to identify a supervisor for the implementation of the project.
- It is all team members’ responsibility to be at team meetings and present in the presentation.
- It is team member’s responsibility to demonstrate your teamwork spirits and dedication to your project. A non-performing team member may be “fired” by the team via majority voting process. Such a member will be assigned to an individual equivalent project. A member under this situation will automatically lost grade on peer evaluation portion (5% of total points).

Guidelines for the Team Project:
- Teams are to present their presentations on their assignment class meeting (10%). Each presentation should be in a PowerPoint format.
- Teams are free to choose any supervisor at any organization as it relates to the course, but supervisors must be approved by the instructor.
- Teams are responsible to allocate different project tasks among their members evenly.
- Each member will be evaluated by his/her peers at the end of the project based on the performance and contribution to the project. Peer evaluation ratings will be incorporated into your final grade; if the instructor determines there is a need.
- Start your project planning early in the semester to maximize your learning and avoid final rush.
- Guidelines that are more specific will be given in class that detail the content of the presentation.

Content of the Presentation:
At the minimum, the project report and the presentation should cover each of the following items:
- Organization background
  - History
  - Industry: Product, services, market, and customer base
  - Organization structure: Organization chart and management structure
- The function and responsibilities of the supervisor
- How does this supervisor deliver the following supervision functions
  - Planning
  - Organizing
  - Staffing
  - Leading
  - Controlling
- You may want to consider the following areas:
  - Diversity in the organization
  - Quality improvement
  - Training and development
• Performance appraisal
• Ethical related issues
• Labor unions
• Other issues covered in the textbook

- Three challenges the supervisor encountered in his/her previous or current management and supervision experience, and how did he/she address the challenges.
- What have you learned from this supervisor?

Presentation Requirements:
- The presentation should be a team effort. All team members must have an active role in the presentation.
- Presentation should be about 15 minutes in length, but not to exceed 20 minutes.
- The presentation should use PowerPoint. Interactions during the presentation are strongly encouraged.
- Teams are free to design and choose delivery format and activities.

Course Policies

Class Attendance and Participation
Your presence and participation is very important—so important that it warrants a good grade. You are expected to attend every class, ask questions, and contribute constructively to the entire class. If you miss a session, not only you lose the opportunity to learn, but your classmates will also lose the opportunity to learn from you. Attendance also includes punctuality. Students are expected to practice professional time management skills and attend class on time. Five random quizzes will be given throughout the semester, which will count for 20% of the student’s grade. Only those students present at the time of quiz are eligible for credit during that class period. Students that miss the quiz will receive a zero for that quiz. No make-up quizzes, tests, or late assignments are allowed.

Make-up Policy
There are NO make-up quizzes or exams; NO late assignments accepted. All due dates are posted in the syllabus; therefore, there will be NO late work. All assignments are due on the date posted in the syllabus unless changed by the instructor prior to the due date.

Policy on Your Cell Phone Use
Use of a cell phone is prohibited during class time. To avoid interruption during the class sessions, please make sure your cell phone is turned off before entering the classroom.

Use of Blackboard
We will use the Blackboard throughout the learning. Most class notes will be posted on blackboard before the class for students to review. Many other assignments, such as the cases will also be distributed through the Blackboard. It is the students’ responsibility to regularly check the Blackboard for assignments. Please use your UTT email ID and password access the blackboard.

University Policies

Academic Dishonesty Statement
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts:
cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

**Students Rights and Responsibilities**
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

**Grade Replacement/Forgiveness and Census Date Policies**
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The census date, January 27, the deadline for many forms and enrollment actions that students need to be aware of this semester. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**
Texas law prohibits a student who began college for the first time in fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an
appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed. Failure to communicate the event or activity prior to the due date of any assignment will result in a zero; no make-up will be given due to lack of communication or preparation on the student’s part.

Social Security and FERPA Statement
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading Assignment</th>
<th>Assignment Due</th>
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<td>January 23</td>
<td>Course Overview/Syllabus Supervisor’s role, functions and skills</td>
<td>Chapter 1</td>
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<td>January 30</td>
<td>Quality and Productivity</td>
<td>Chapter 2</td>
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<td>February 6</td>
<td>Groups, Teams, and Powerful meetings</td>
<td>Chapter 3</td>
<td>Case Study 1 due on February 6</td>
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<td>February 13</td>
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<td>Chapter 4 and 5</td>
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<td>February 20</td>
<td>Plans and Controls</td>
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<td>February 27</td>
<td>Organizing and Authority</td>
<td>Chapter 7</td>
<td>Case Study 2 due on February 27</td>
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<td>March 6</td>
<td>Supervisor as Leader</td>
<td>Chapter 8</td>
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<td>March 20</td>
<td>Problem Solving, Decision Making, and Creativity</td>
<td>Chapter 9</td>
<td>Case Study 3 due on March 20</td>
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<td>Communication</td>
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<td>Final Exam on May 8</td>
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**Note:** The instructor reserves the right to amend the syllabus including revising assignments, tentative schedule and evaluation as necessary.